

# Workers Compensation Coding of the Time Report

Last updated: 4/15/15

**The first day of the injury the employee should code “Paid not worked” for the hours out due to the injury but not to exceed normal scheduled hours.**

## ***Prior to claim approval from Risk Management:***

The employee needs to code their normal scheduled hours with WC leave (**WSICK** then **WANNL**) plus code the hours per day with the worker’s compensation **WC TRC** (which is a place holder).

Example: If the normal schedule is 80 hours a pay period there should be a total of 160 hours = 80 hours of worker’s compensation **WC TRC** (which is a place holder) and 80 hours of **WSICK** (if they are supplementing with sick leave). **If the employee does not use the WSICK or WANNL TRC and the claim has not been approved the employee will not receive pay.**

If the employee is out due to a doctor appointment and the injury is related to the claim, report the number of hours used for the Dr. Appointment with **WSICK** or **WANNL** and indicate in the comments “pending W/C claim, Doctor Appointment”.

If the department determines the injury is **ASSAULT** the employee will need to code the **WCASP**, **WC**, and **WSICK** and/or **WANNL**.

Example: If the normal schedule is 80 hours a pay period there should be a total of 240 hours = 80 hours of **WCASP**, 80 hours of **WC**, and if supplementing the full amount with leave 80 hours of **WSICK**, making the total hours 240.

\*The leave used for **WSICK** and **WANNL** will come from their accrued leave until the claim has been approved.

## ***After the claim approval from Risk Management:***

The employee needs to code their normal scheduled hours with **WC TRC**’s. (This will pay the employee 2/3 of their average salary.)

**If the employee would like to supplement**, (receive 1/3 to make the employee whole) the employee needs to code the number of hours they would like to supplement AND include a comment on the timesheet, supplement with **WSICK** or **WANNL**. If the employee doesn’t want the full 1/3 pay, indicate the maximum hours you would like to supplement with. If there is not a comment all leave will be restored.

If the department has determined the claim to be assault then the employee should received assault pay (1/3 of the average salary which makes the employees pay whole), and the employee would need to code Workers Comp Assault Pay – **WCASP**, and **WC TRC** , there will be no need to code additional leave.

\*The supplemented leave used (**WSICK** and **WANNL**) will come from their accrued leave totals.

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This information is intended to provide general information to HR staff in updating employee records relating to certain transactions in VTHR. This is an overview. Individual situations will vary. It is important to read bargaining agreements and policy language and to contact the Department of Human Resources, Labor Relations Division with questions concerning the specifics of your situation.

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## ***Coding for a Holiday while on approved workers comp:***

### **-If the holiday falls on the EE's normal schedule work day the employee would code:**

8 hours (or the EE's normal scheduled hrs) Using Holiday-HOL (these hours will be adjusted by T&L staff based on calculations sent by the Office of Workers compensation.

### **-If the holiday falls on the EE's normal day off the employee would code:**

\*You would NOT code the WC TRC on a holiday if it falls on your regular day off (RDO) once the claim has been approved.

Code 8 hours (or the EE's prorated hrs) using Holiday unscheduled Paid-**HOLUP** or Holiday unscheduled Comp-**HOLUC**. See descriptions below.

**HOLUP** – Holiday PAID (New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas)

**HOLUC** – Holiday comp (Martin Luther King Jr's Birthday, Day after Thanksgiving)

## ***Workers Compensation Time Reporting Codes and USE:***

**WC** = Workers Compensation (This is a place holder on the time report)

**WCDR**=Workers comp Doctor Appointment -Include a comment on the time report.(TRC can only be used once the claim has been approved).

**WCASP**=Workers Comp Assault Pay (The department determines if the injury is due to an assault)

**WSICK** = Sick leave WC supplement (Use if the EE is absent for a worker's comp claim and wants to get paid for the 1/3 or while the claim has not yet been approved.) See Article 31 Section 2B, 11.

**WANNL** = Annual leave WC supplement (Use once sick leave has been exhausted and if the EE still wants to supplement.)

### **If the employee is on a full time workers comp disability all hours need to be reported the first Friday of the pay period.**

\*Once employee has reached medical end result a PAR will need to be completed returning the employee from workers compensation status.